

MS. SUNNY SNAITH

PO Box 681727, Fort Payne, AL 35968

<http://sosayssunny.com/resume.html>

OBJECTIVE STATEMENT

To find a corporate position where my varied skills will contribute to the mission and where there is room to grow in responsibility.

SUMMARY

A versatile administrative professional: adaptable, efficient, and creative with a focus on time management and organization.

Experience in a wide variety of roles: office manager, recruiter, human resources, bookkeeper, executive assistant, word processing, proofreading, software instruction, and event coordination.

Software proficiency includes: Excel, Word, PowerPoint, Outlook, Access; OpenOffice; QuickBooks; Firefox; Internet Explorer; Windows 7, Vista, & XP; HTML.

SELECTED EXPERIENCE

June 2011 to Present

OFFICE MANAGER AND RECRUITER

Stellar Staffing, LLC, Fort Payne, AL

Managed all aspects of a staffing services branch office. Took job orders, posted job ads, assessed applicants, interviewed them, filled jobs, conducted drug testing, and maintained confidential files. Researched and solicited new clients. Composed sales literature and designed forms. Investigated Workers' Compensation claims. Kept office in compliance with all labor laws and regulations.

April 2008 to January 2009

ADMINISTRATIVE ANALYST

Heil Environmental, Fort Payne, AL

Assistant to Vice President and supported five managers. Compiled monthly reports using Word, Excel, and PowerPoint and extensively edited them for grammar and formatting. Exported data from proprietary systems into Excel to create weekly reports. Coordinated events for up to 30 people. Creative utilization of public Outlook folders to create a company-wide supplier resource and also a catering resource. Customized Access forms for maximum efficiency and accuracy. Composed work instructions for most job tasks, frequently utilized by others. Additional duties included greeting visitors, enforcing security protocols, and ordering supplies after cost analysis.

July 1998 to July 2001

BUSINESS ANALYST (ACCOUNTING)

Fundtech Corporation, Norcross, GA

Tracked all AP invoices, pager pay, expense reports, and Professional Services Group (PSG) commissions for the Atlanta division. Compiled monthly PSG billing for AR in NJ headquarters. Maintained office supply inventory and conducted a bid review from four suppliers, securing hundreds of dollars of savings. Designed new Purchase Order form and tracked the electronic approval. Developed materials describing travel expense policy and detailing other HR information on own initiative.

Additional work history available online: <http://sosayssunny.com/professional.html>